



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-73

DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION FORMS DEVELOPMENT		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCTIONS		
1	Daily Production Sheets		1 Year + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.		
2	Employee Time Sheets		3 Years + Current				
3	Reference Materials		Retain until obsolete, superseded or administrative value is lost.				
4	Performance Reviews & PDQ's (Copy)		Retain until superseded or employee leaves				
5	Vendor Invoices		1 Year + Current				
6	State or Agency Timesheets		1 Year + Current				
7	Section Policies & Procedures		Retain until obsolete, superseded or administrative value is lost.				
8	Record History Job Tickets		Retain until obsolete, superseded or administrative value is lost.				
9	CR0001-DR9668 Current Electronic Files		Retain until obsolete, superseded or administrative value is lost.				

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Hultsen</i>	Date <i>9/30/2004</i>	Records Liaison Officer's Signature <i>Julie Gaybal</i>	Date <i>9-13-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>3/28/05</i>	State Auditor's Signature <i>Suey Symons</i>	Date <i>10/8/04</i>